



# Department of Managed Health Care

## JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: June 9, 2003

**CLASSIFICATION:** Staff Services Analyst/Associate Personnel Analyst [Permanent/Full Time]  
**FINAL FILING DATE:** June 20, 2003  
**SALARY:** SSA \$2507 - \$3957, APA \$3,916 - \$4759 per month  
**LOCATION:** Office of Human Resources, 980<sup>th</sup> 9<sup>th</sup> Street, Suite 500, Sacramento, CA 95814

**DUTIES AND RESPONSIBILITIES:** Responsible for a variety of personnel related duties. Interpret and explain a variety of civil service laws, rules and procedures. Analyze and solve difficult technical personnel problems. Provide guidance to Supervisors in addressing grievances and complaints. Interpret collective bargaining contracts, and coordinate with the DPA on current labor issues including FLSA. Prepare formal/informal disciplinary actions and rejections during probation; prepare exhibits and proof of service. Provide direction to supervisors in addressing merit issues, statutory appeals, out of class issues and MSA denials. Conduct and complete special projects related to personnel including position control; develop and implement personnel policies and procedures, prepare reports, letters/memoranda's on personnel management practices. Conduct job audits for proper position allocation; prepare Board items for development of new classifications; revise class specifications, including modifying minimum qualifications, alternate range criteria, scope or typical tasks. Review requests for Personnel Actions and prepare and/or review duty statements, organization charts and other documents for approval by SPB or DPA. Review employee injury reports and establish case control files; coordinate cases with SCIF and monitor claim status; provide status of the disability and the impact upon the employee's attendance. Facilitate the return to work of injured employees. Furnish information to employees and supervisors on a wide variety of benefit options.

**DESIRABLE QUALIFICATIONS:**

- ◆ Ability to organize & establish workload priorities simultaneously & work under pressure
- ◆ Exercise a high degree of initiative & flexibility
- ◆ Ability to work independently, as well as, cooperatively and effectively with others
- ◆ Ability to effectively communicate well, both orally and in writing
- ◆ Ability to follow oral & written instructions & able to adjust to shifting priorities & meet deadlines
- ◆ Dependable, punctual, excellent attendance
- ◆ Ability to reason well & use good judgment
- ◆ Knowledgeable of modern office methods, equipment, personal computers and software

**WHO MAY APPLY – Surplus & SROA candidates will be given priority.** Department employees who are currently in the above classification or have transfer eligibility are encouraged to apply. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Michael Perry at (916) 327-2438. **SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW** (please include your social security number for eligibility verification).

**SUBMIT APPLICATION AND/OR RESUME TO:**  
Department of Managed Health Care  
Attention: Office of Human Resources – Michael Perry  
980 9<sup>th</sup> Street, Suite 500  
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922  
TDD User: 1-800-735-2929

RPA#02-357

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.